



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

February 27, 2008

Re: Summer Food Service Program Operational Training

This year's Summer Food Service Program (SFSP) operational training will be provided in Lansing, Michigan. Registration for SFSP training is required for the Lansing sessions. Registration can be completed using the on-line registration process described below.

The training date for each sponsor type is as follows:

DAY/DATE	TIME	TARGET AUDIENCE	LOCATION
Monday, April 21, 2008	9:00 am – 3:30 pm	New Sponsors and New SFSP Staff	Michigan Department of Education Hannah Bldg. - UP Level Conf. Room 3 608 W. Allegan Street - Lansing, MI
Monday, April 28, 2008	9:00 am – 3:30 pm	All SFSP Sponsors	Michigan Department of Education Hannah Bldg. - UP Level Conf. Room 3 608 W. Allegan Street - Lansing, MI

We strongly encourage you to attend the training designed for your target audience. The workshops on that day will meet your needs and provide you an opportunity to have a meaningful interaction with other sponsors. However, if you absolutely cannot come to training on your scheduled date, you may attend an alternate day or participate in the Webcast training session. New sponsors must attend a Lansing training session.

We will be offering a Webcast of the SFSP Training on our [www.michigan.gov/sfsp](http://www.michigan.gov/sfsp) website. This Webcast can be viewed anytime and will become available on the [www.michigan.gov/sfsp](http://www.michigan.gov/sfsp) website in the spring of 2008. Sponsors do not have to register for the Webcast training.

If no one in your organization attended training in the past two years, you are encouraged to participate in training this year. Any new staff in key positions should also attend the SFSP training. If you are purchasing meals from a vendor, you may invite your vendor to attend the training.

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[www.michigan.gov/mde](http://www.michigan.gov/mde) • (517) 373-3324

## ON-LINE REGISTRATION PROCESS

Please register for training at least *ten days* prior to your planned attendance date.  
To register:

1. Go to Workshop Registration at: [https://www.mdoe.state.mi.us/fs\\_registration](https://www.mdoe.state.mi.us/fs_registration).
2. Click on *Register For A Workshop*.
3. Click on the appropriate box to identify whether you are from an LEA/ISD/PSA or from an organization.
4. Click on down arrow to choose your desired workshop.
5. Click on *Summer Food Service Program Operational Training*, and then click *Next*.
6. If you are registering from an LEA/ISD/PSA:  
Click on the down arrow to indicate your local ISD, and then click *Next*.  
Click on the down arrow to indicate your local district, and then click *Next*.
7. If registering from an organization, fill in organization name, and then click *Next*.
8. Fill in registration information.
9. Scroll down and click on your desired SFSP training session.
10. Click *Submit Registration*.
11. Click *Change* if information is incorrect and then make the necessary changes.  
If information is correct, click *Confirm* to complete the registration process.  
**Your registration is not complete until you click Confirm.**

PLEASE NOTE: Repeat this process for each person registering from your organization.

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Questions regarding this training may be directed to the School Nutrition Training and Programs office at 517-373-3347. We look forward to seeing you at our trainings this year.

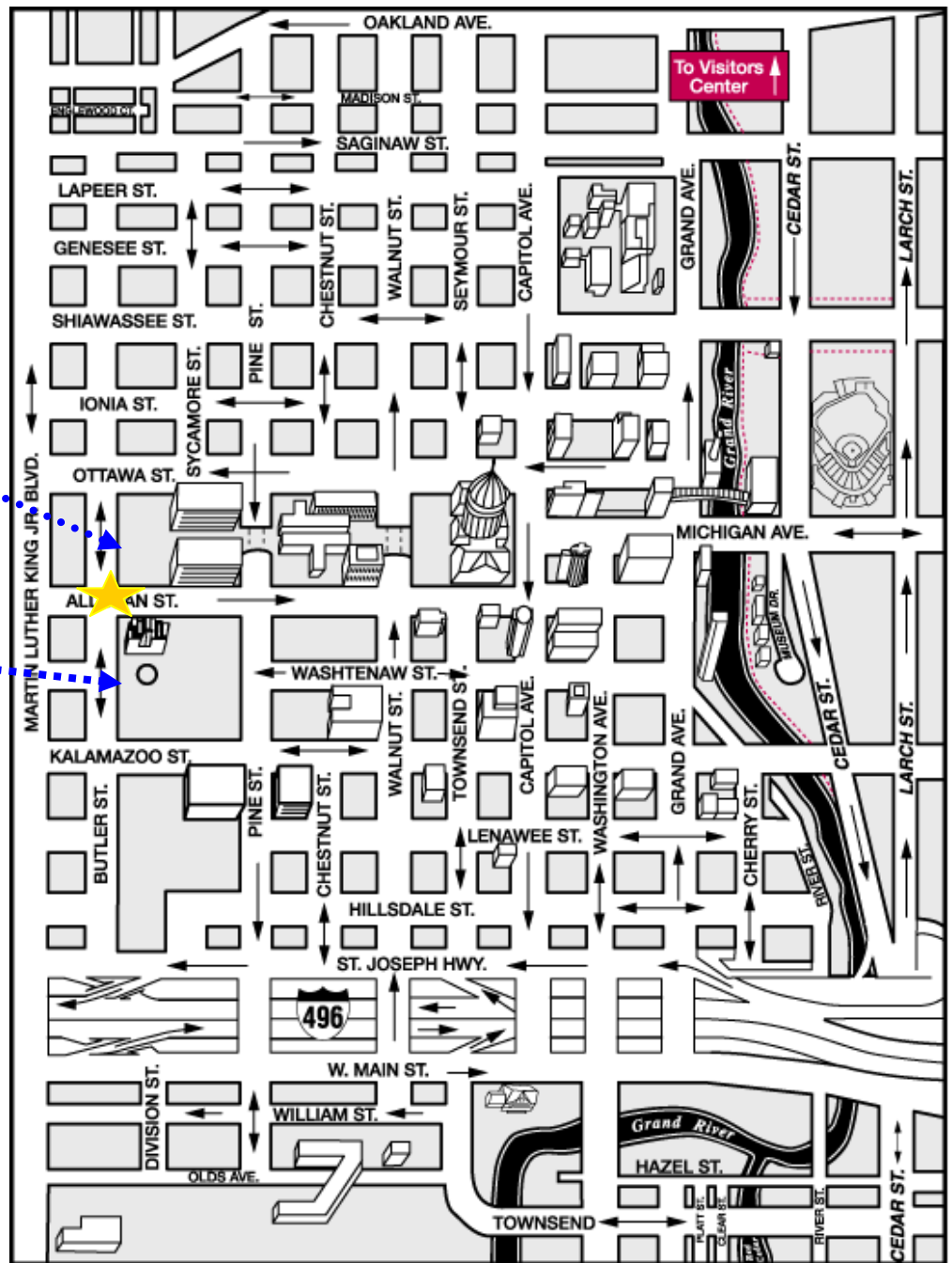
# MAP TO HANNAH BUILDING AND PUBLIC PARKING

**Hannah Building**  
608 W. Allegan



**PUBLIC PARKING LOTS**  
are available:

- West of the Hannah Building. Parking lot entrance on Allegan St.
- South of the State of Michigan Library and Historical Center. Parking lot entrance on Kalamazoo St.



Enter Hannah Building on north side, using courtyard entrance.

Map of Downtown Lansing website: [http://michigan.gov/images/downtownlansingmap\\_22107\\_7.gif](http://michigan.gov/images/downtownlansingmap_22107_7.gif)